

DUTY STATEMENT		
CLASSIFICATION: Planner III-EFS	POSITION NUMBER: 710-4737- 023	CBID: E48
WORKING TITLE: Project Manager	DIVISION: Siting, Transmission & Environmental Protection	
DATE PREPARED: July 6, 2011	OFFICE: Compliance	
KEY: (E) IS AN ESSENTIAL AND (M) IS A MARGINAL FUNCTION		

POSITION DESCRIPTION: Under the direction of the Compliance Office Manager, the Planner III acts as a working Project Manager and Team Leader responsible for the overall case management of facility compliance projects. The incumbent acts as a Compliance Project Manager on power plant facilities compliance project amendments, both major and minor in nature and conducts all construction oversight for electrical power plant development. The incumbent may act as a consultant to the Commission to formulate and develop solutions to the most difficult and complex work and to coordinate the efforts of others to accomplish the Commission's objectives in the Compliance Program.

WORKING CONDITIONS: The work is performed primarily in an office, conference room, and/or hearing room environment and may require standing and walking as well as sitting for long periods of time. Work area is well lighted and ventilation is adequate. Operational power plant and construction site visits are required and will likely have high noise levels and will require that you have safety training and equipment and conduct site visits in hazardous environments. Some travel is required to attend off-site meetings or to participate in workshops and hearings, and monitor on-site construction progress. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent will be required to work alone and/or in a team environment utilizing a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; and to participate in and lead meetings with other staff and with other agencies. The incumbent will:

- 40% Compliance Project Manager will; plan, organize and lead the work of an interdisciplinary environmental and engineering team engaged in the review of minor and major complex and/or controversial licensed project amendments. Responsible for reports which includes reviewing, evaluating an editing project correspondence, reports, testimony, briefs and positions papers. Serve as the editor in-in-chief and publisher for all major project documents. The work will include the preparation and publishing of major regulatory and Commission program reports, and may include Environmental Impact Reports and Initial Studies/Negative Declarations when required. Ensure project activities are properly monitored and administered. Keep management informed about

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significant issues and activities. Work with other project managers, technical staff and staff attorneys to resolve issues and conflicting opinions. Provide direction, guidance and advice on technical staff conditions of certification and conditions for amendments. Plan, organize, and direct the work of staff in the preparation of Environmental Impact Reports (EIR) or other required documents pursuant to the California Environmental Quality Act (CEQA) and in some cases also pursuant to the National Environmental Protection Act (NEPA). Ensure coordination of the staff's joint CEQA/NEPA assessments with federal agencies. Project management work will include unique to very difficult analysis, ability to handle multiple issues simultaneously and present competing priorities and outcomes, ability to handle significant controversy, ability to know the significant policy impacts, knowledge and ability to ensure laws are enforced properly, and time management to keep projects on schedule. (E)

- 20% Project Managers will conduct the oversight of major construction projects. Lead over on-site Energy Commission 3rd Party Chief Building Officials (CBO). Solve construction site issues and conflicts related to inspection process during the construction process. Be responsible for developing individual project strategy, including staff's analyses and documents for Division compliance-related applications and other Commission programs and projects. Develop, recommend and maintain Commission policy and procedures for the Compliance program and for individual projects. Monitor policy issues concerning the power plant site amendment process to assure continued compliance with the determination that the process is a functional equivalent of CEQA. (E)
- 15% Represent the Commission before federal, state, and local agencies and interest groups. Provide expert testimony at evidentiary hearings, etc., on licensing and amendment issues and policy matters related to energy facility compliance enforcement, and for policy issues of statewide, regional, or specific project significance or on overall features of a proposed amendment for the licensed project. Represent the Commission staff at Energy Commission business meetings by making compliance project presentations and answering questions from the Commissioners. Make presentations to the Commission regarding regulatory and/or energy policy related license amendment matters. (E)
- 10% Organize and conduct amendment workshops and meetings with staff, power plant developers (including their consultants and attorneys), other governmental agencies, private organizations and the public to discuss the siting process. Participate, as appropriate, in meetings and workshops concerning pre-certification issues. (E)
- 5% Develop Commission policy and program plans, which include technical and Commission policy implications, for approval by management. Manage the preparation and maintenance of regulatory procedures, guidelines and regulations used by Commission staff and other interested parties. (E)

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- 5% Prepare budgetary (including workplans, workload standards, and budget change proposals) and other information for the Division and Commission in scheduling, planning, and managing future policy and power plant certification activities. Provide administrative support to the Division. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES			
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION			
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Vacant Employee	Date	Chris Maxren Supervisor	Date